



Instructions

The packet has been prepared for you if you have obtained education and experience in another state and are **not** currently holding a license in that other state. If you currently hold a license in another state, complete the RECIPROCAL LICENSE FROM A FOREIGN STATE/TERRITORY process.

Quick Steps

1. Forms you must complete:
 - ✓ **Accountancy Application Part 1 & Part 2** - State Form 49209 - 2 pages
Important Notice: Be sure to fill out ALL questions. If the question does not pertain to your situation, enter "N/A" or "none" to assure your Certificate Application is quickly processed.
 - ✓ **Notarized CPA Verification of Experience** – State Form 53888 – 1 page
 - ✓ **Certified Original College/University Transcript**
 - ✓ **CPA Examination Grades from the state the Exam(s) were taken** (Original Document)

2. Fee:

Application fee:	\$75.00
Issuance fee:	\$85.00

3. Mail:

Completed Forms to:
Indiana Professional Licensing Agency
Attn: Indiana Board of Accountancy
402 West Washington Street, Room W072
Indianapolis, Indiana 46204-2700



What Happens Next

1. Once you submit your application, a case manager will review the information. If you have failed to complete the forms properly you will be contacted by email to remedy the problem. Your application fee will be deposited.
2. Upon receipt of all required information and forms you will be contacted by email regarding the status of your CPA application. If you have been approved, you will be informed of the license issuance fee requirement and will be instructed to mail your issuance fee to activate the license.

You will need to mail the license issuance fee to:

Indiana Professional Licensing Agency
Attn: Indiana Board of Accountancy
402 West Washington Street, Room W072
Indianapolis, Indiana 46204-2700

3. When the license issuance fee is received, the case manager will process the application and will assign your license number.
4. The case manager will contact you by email and notify you of your issuance date and license number. You will be sent a *Welcome Packet* which will contain important information for you as an Indiana CPA license holder.